



Date: May 13, 2014

Position Title: **Administrative Coordinator**

Department: **Administration**

Posting Deadline: May 20, 2014

Minimum Salary: \$11.79/hr.

Senior Services – Southwest Michigan is seeking to fill a full-time administrative coordinator position. This non-exempt position performs administrative support functions for the President/CEO and the administrative team to ensure the smooth operation of the office and administrative functions.

Assists with administrative functions including, but not limited to, presenting a professional, welcoming first contact to all customers, funders, vendors, board members and staff, by phone, in person or email. Is responsible for organizational functions and general meeting, board and committee meeting support including arranging, follow-up calls, maintaining office space schedules, securing food and supplies and preparing meeting documents. Provides support for Marketing/Communications; maintains mailing list, assists with mailings/creates drafts of all agency marketing material and brochures for all departments.

Associates' degree preferred with knowledge and demonstrated skills in secretarial, computer, bookkeeping, and modern office procedures and practices. Must be able to maintain strict confidentiality. Must be proficient in MS Word, Excel, MS Publisher and Donor Perfect donor database software. Experience in Adobe Designed preferred. Must be proficient in the use of office equipment such as: laser printer, typewriter, postage machine and photocopy machine. Professional, neat appearance and courteous manner that provides a positive representation of the agency and its programs required. Must be able to lift and transfer items up to 30 pounds.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services-Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax resume to: 269-382-3189; or email to: humanresources@seniorservices1.org (no phone calls, please).

Senior Services-Southwest Michigan is an Equal Opportunity Employer and welcomes a diverse field of qualified candidates. It is the policy of Senior Services-Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction.